

How to attach a file(s) in Gmail

1 - Click Compose Mail

2 - Enter recipient(s)

3 - Click Attach a File

4 - Navigate / Select where to get the file(s)

5 - Select your file(s). (Hold down the Ctrl key to select multiple files)

6 - Click Open to attach the file(s)

Note your selected files will show here

7 - Click Send when your email is ready

When attached they will show here. If you change your mind then clear the relative tick boxes

The image is a composite of three screenshots from a Gmail interface, illustrating the steps to attach files. The top screenshot shows the Gmail 'Compose' window with fields for 'To', 'Subject', and a toolbar with an 'Attach a file' icon. The middle screenshot shows a Windows 'Open' file dialog with a list of files on the desktop, including 'Chilean Volcan.jpg' and 'Adelaide & Olivia.jpg'. The bottom screenshot shows the Gmail compose window again, but now with the selected files listed as attachments with checkboxes. The callouts provide numbered instructions for each step.

Name	Size	Item type
Adelaide & Olivia.jpg	702 KB	IrfanView JPG File
Adelaide.JPG	747 KB	IrfanView JPG File
Axence NetTools Pr...	2 KB	Shortcut
Callan Sandra and K...	332 KB	IrfanView JPG File
Chilean Volcan.jpg	91 KB	IrfanView JPG File
CrossLoop Connect	3 KB	Shortcut
DriverMax	2 KB	Shortcut
DVD Shrink 3.2	1 KB	Shortcut
Eisenhower quote.bt	1	
Eldy	1	
Family Tree Maker ...	1	
HP Photosmart Ess...	3 KB	

File name: "Chilean Volcan.jpg" "Adelaide & Olivia.jpg"

Attachments:

- ☒ Adelaide & Olivia.jpg 702K
- ☒ Chilean Volcan.jpg 91K